

Sanitized Copy Approved for Release 2011/08/12 : CIA-RDP87M00539R000700950022-4

DOCUMENTS CROSS-REFERENCED

TACHED:

ER 85-32334-3

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85- 3233/3

19 August 1985

NOTE FOR: [REDACTED]  
EA/DDS&T

Doug,

Attached is a copy of a memorandum from [REDACTED] for dissemination throughout the DO regarding inputs to the DCI's weekly meetings. I should very much appreciate it if you would draft and disseminate throughout the DS&T a similar memorandum. It is not necessary to copy [REDACTED] memo exactly, although the substance of the memo should be conveyed. In addition, the memo should note that materials and queries relative to the weekly meetings should be addressed to myself, SA/DCI on [REDACTED]. Also, notification of intention to input material for the weekly meetings should be received in my office by COB Tuesday prior to the appropriate meeting.

Thank you very much.

[REDACTED]  
SA/DCIAttachment:  
As statedDCI  
EXEC  
REG~~SECRET~~

B-300

~~SECRET~~

MEMORANDUM FOR: All Division and Staff Chiefs

25X1 FROM: [REDACTED]  
Special Assistant to the DDO

SUBJECT: Talking Points for DCI Weekly Meetings

1. The DCI has a series of weekly meetings with the National Security Advisor (Thursday-1700 hours), the Secretary of Defense (Friday-0745 hours) and the Secretary of State (Friday-1200 hours). The DCI's office produces briefing books for each of these meetings and DO input is usually necessary.

2. Deadlines for DO submissions are as follows:

McFarlane meeting: Wednesday 1400 hours.

Weinberger/Schultz meetings: Thursday 1400 hours.

The DCI and DDCI want the books by 1700 hours the day preceding each meeting and the DCI's office needs a couple of hours to pull the books together. That's why the deadlines are 1400 hours on the day prior to the actual meeting.

3. We will try to give you as much lead time as possible. However, we usually do not know what topics will be discussed in the meetings until Tuesday. That does not leave much time for your staffs to get something out. On the occasions when it is physically impossible to meet a deadline, or late-breaking events might affect the content of the talking points, please call us and give us an oral gist of what will appear in the talking points. We'll relay it to the DCI's office for inclusion in their covering memo and your talking point paper will be slipped into the books as a TAB.

4. A blind memo format should be followed in preparing the talking points. The talking point subject line should consist of the subject of the paper. [REDACTED]

25X1 [REDACTED] Since the DCI will  
25X1 often be reading from the paper or have only a limited amount of time to digest its contents, there is no room for detailed history or background material. Please keep the talking points focused on important background items and points the DCI should raise with his audience. Please keep your submissions to one or two pages and use bullets whenever possible.

~~SECRET~~

Executive Registry

85- 3233/2

19 August 1985

NOTE FOR: NIO/NESA

THROUGH: NIC/PO

SUBJECT: Paper prepared for DCI's Weekly Meeting  
with McFarlane

1. Could you please review and update the attached paper for the coming weekly meeting with an eye toward identifying any issues that might impinge particularly on the Gorbachev/Reagan summit deriving from the Middle East peace process. We would appreciate an indication from your office if you intend to submit a revised item by Tuesday, 20 August, COB. We will need the actual material by noon, Wednesday, 21 August.

25X1

SA/DCI

Attachment:  
As stated

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Executive Registry

85- 3233

19 August 1985

25X1 NOTE FOR: [REDACTED]

EA/DDI

Chris,

25X1 Attached is a copy of a memorandum from [REDACTED] for dissemination throughout the DO regarding inputs to the DCI's weekly meetings. I should very much appreciate it if you would draft and disseminate throughout the DI a similar memorandum. It is not necessary to copy Geof's memo exactly, although the substance of the memo should be conveyed. In addition, the memo should note that materials and queries relative to the weekly meetings should be addressed to myself, SA/DCI on

25X1 [REDACTED] Also, notification of intention to input material for the weekly meetings should be received in my office by COB Tuesday prior to the appropriate meeting.

Thank you very much.

25X1 [REDACTED]  
SA/DCI

Attachment:

As stated

~~SECRET~~

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FROM: [REDACTED]  
Special Assistant to the DDO  
SUBJECT: Talking Points for DCI Weekly Meetings

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